



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1 RESERVE WAY
ST. LOUIS, MISSOURI 63132-5200

S: 14 November 2003

AHRC-PSV-BB

17 October 2003

MEMORANDUM FOR Eligible Colonels, Lieutenant Colonels (Promotable) and Lieutenant Colonels Considered by the Calendar Year 2003 (CY 03) Colonel, Army Promotion List (APL) and Army Medical Department (AMEDD), Army Reserve Components Promotion Boards.

SUBJECT: Fiscal Year 2004 (FY 04) Army Reserve Active Guard Reserve (AGR) Colonel Command Assignment Advisory Board (CCAAB)

1. References:

a. AR 135-155, Promotion of Commissioned Officers and Warrant Officers other than General Officers, 24 October 2001.

b. AR 135-18, Active Guard Reserve (AGR) Program, 19 June 2003.

c. AR 640-30, Photographs for Military Personnel Files, 1 October 1991.

d. AR 623-105, Officer Evaluation Reporting System, 1 April 1998.

e. AR 600-9, Army Weight Control Program, 10 June 1987.

2. The Chief, Army Reserve (CAR), has directed that an Army Reserve AGR CCAAB be convened 8-12 December 2003 to consider eligible officers for assignment to command selected Army Reserve units.

3. General guidance:

a. All eligible Army Reserve AGR officers will be automatically considered.

b. No declinations of board consideration will be accepted.

c. Officers who have an approved request for retirement or release from active duty are exempt from consideration.

d. Officers in the specialty branches of Chaplain or Judge Advocate General are not eligible for consideration.

e. Officers who are currently serving in an AGR colonel command position or those who have previously completed a successful colonel command are not eligible for consideration.

f. Officers will incur no service obligation upon completion of command.

AHRC-PSV-BB

SUBJECT: Fiscal Year (FY 04) Army Reserve Active Guard Reserve (AGR) Colonel Command Assignment Advisory Board (CCAAB)

g. Officers selected for command will not be allowed to decline, with the exception of genuine hardship as determined by the CAR.

h. Commands under consideration for fill by this board have not yet been determined. A list of colonel command positions will be posted to the US Army Human Resources Command-St. Louis (HRC-STL) website at <https://www.hrc.army.mil/> upon approval.

4. Eligibility criteria:

a. Colonels or Lieutenant Colonels (Promotable) must be on Active Guard Reserve status as of the convening date of the board.

b. Colonels or Lieutenant Colonels (Promotable) must have a current release from active duty date (REFRAD) of 31 August 2006 and later.

c. Colonels or Lieutenant Colonels (Promotable) must have a mandatory removal date (MRD) of 31 August 2006 or later. Lieutenant Colonels considered by the Calendar Year 2003 (CY 03) Colonel, APL and AMEDD, Army Reserve Promotion Boards must have a MRD of 31 August 2004 and later.

d. Officers with a REFRAD earlier than 31 August 2006 who are being considered by the FY 04 Army Reserve AGR Active Federal Service Extension Board are eligible for consideration.

e. Lieutenant Colonels considered by the CY 03 Colonel, APL and AMEDD, Army Reserve Promotion Boards will be considered by the FY 04 Army Reserve AGR CCAAB. The CCAAB slating will be accomplished after the CY 03 Colonel, APL and AMEDD, Army Reserve Promotion Boards results are released. Upon release of the CY 03 Army Reserve Promotion Board results, the FY 04 Army Reserve AGR CCAAB will remove those officers not selected for promotion to colonel from consideration.

5. Officers have the responsibility to ensure their board consideration file is complete. All AGR officers are required to submit the following items in order to complete their Army Reserve AGR CCAAB consideration file:

a. An updated DA Form 4037, Officer Record Brief (ORB) generated by the Army Reserve Active Duty Management Directorate (ARADMD), HRC-STL.

(1) Your Active Guard Reserve Management Information System (AGRMIS)-generated ORB (stamped as a "True Copy") is located at "My Board File" on the HRC-STL website. To access your ORB in "My Board File", go to the web site: <https://www.hrc.army.mil/>. Click on the link HRC St. Louis, and then click on Log into My Record using your Army Knowledge On-line user name and password.

AHRC-PSV-BB

SUBJECT: Fiscal Year (FY 04) Army Reserve Active Guard Reserve (AGR) Colonel Command Assignment Advisory Board (CCAAB)

(2) Please print and review your ORB carefully. Make changes in red ink; please note that any changes made must be supported by hardcopy documentation if it is not contained in your "My Board File". Sign and date the ORB, certifying its accuracy. NOTE: A personally generated ORB will not be accepted; only the AGRMIS-generated ORB, stamped as a "True Copy" by ARADMD, HRC-STL, will be presented to the board.

b. A current, official Department of the Army photograph taken in accordance with AR 640-30, "Photographs for Military Personnel Files. A photograph is current if taken within five years of the convening date of the board, and in the officer's present grade.

c. A completed Option Statement at Enclosure 1, indicating one of two options:

(1) Option #1 – I desire to be considered in my branch only as identified on the top of the ORB under the heading BASIC/CON BR.

(2) Option #2 - I desire to be considered in my branch and also for any available command.

d. A Commander's Statement, to be prepared at the officer's unit, for verification of current height, weight, and date of the officer's last Army Physical Fitness Test. Officers whose weight exceeds the screening table in AR 600-9 must submit a current DA Form 5500-R/DA Form 5501-R. A sample Commander's Statement is at Enclosure 2.

e. A memorandum to the President of the Board is optional. The purpose of the letter is to present matters concerning your military service you deem important, that are not in your PERMS board file. A sample memorandum is at Enclosure 3.

6. Personnel Electronic Records Management System (PERMS) board fiche, as maintained at HRC-STL, will not be provided to officers prior to the board. Officers must go on-line to review their "My Board File". Officers must have an established Army Knowledge Online (AKO) account in order to access his or her file. The AKO help desk can assist with any problems via electronic mail at help@us.army.mil or call toll free 1-877-256-8737.

a. To access "My Board File", go to the web site: <https://www.hrc.army.mil/>; click on the link HRC St. Louis , and then click on Log into My Record. Officers should carefully review the following: OERs, commendatory/disciplinary data, and military/civilian education data. Any missing documents should be submitted along with the board file.

b. All Officer Evaluation Reports (OERs) submitted to the board will have a report ending date not later than 10 September 2003 (90 days prior to the board convene date). This includes OERs for the most current rating period, as well as "Complete-the-record" OERs. The board administrative staff will obtain all available profiled OERs required for board review.

AHRC-PSV-BB

SUBJECT: Fiscal Year (FY 04) Army Reserve Active Guard Reserve (AGR) Colonel Command Assignment Advisory Board (CCAAB)

7. The AKO electronic mail address for all officers will be the primary electronic mail address used by the USAR Boards Support Branch, HRC-STL staff to correspond with officers. Officers who use an alternate electronic mail address as their primary means of electronic mail communication should ensure that their AKO electronic mail address is forwarded to their alternate electronic mail address.

8. Documents for board consideration can be scanned and submitted via electronic mail (in .PDF or .TIF format) to: PSUSARCOMMAND.BOARDS@ARPSTL.ARMY.MIL. Documents for board consideration may also be mailed to the address below, postmarked no later than 14 November 2003:

Army Reserve AGR CCAAB (AHRC-PSV-BB/Mr. Joseph Burton)
US Army Human Resources Command
1 Reserve Way
St. Louis, Missouri 63132-5200

9. Questions concerning the CCAAB process or the content and preparation of your CCAAB board file should be directed to Mr. Joseph Burton at (314) 592-0673, option 3; DSN 892-0673, option 3 or via electronic mail at joseph.burton@arpstl.army.mil. Questions concerning your eligibility should be directed to your ARADMD, HRC-STL Career Management Officer.

FOR THE COMMANDER:

3 Encls

//signed//
Director, Personnel
Actions and Services

CF:
Office of the Chief, Army Reserve (DAAR-HR) (w/ encls)
Commander, HRC-STL (AHRC-ARO) (w/ encls)
Commander, HRC-STL (AHRC-ARS) (w/ encls)
Commander, USARC (AFRC-PRP-O) (w/ encls)

**FY 04 Army Reserve AGR Colonel
Command Assignment Advisory Board**

OPTION STATEMENT

NAME OF OFFICER:

SSN: _____

I select the following option for the FY 04 Army Reserve AGR Colonel Command Assignment Advisory Board. (Indicate your selection by initialing one of the options below.)

_____ Option #1: I desire to be considered in my branch only as identified on the top of the ORB under the heading BASIC/CON BR.

_____ Option #2: I desire to be considered in my branch and also for any available command.

(SIGNATURE)

(DATE)

Return completed option statement NLT 14 November 2003 by mail to:

Army Reserve AGR CCAAB (AHRC-PSV-BB/Mr. Joseph Burton)
US Army Human Resources Command
1 Reserve Way
St. Louis, Missouri 63132-5200

Return by electronic mail (in .PDF or .TIF format) to:
PSUSARCOMMAND.BOARDS@ARPSTL.ARMY.MIL

Return by fax at (314) 592-0580

Encl 1

SAMPLE

COMMANDER'S STATEMENT

NAME OF OFFICER:

COMPLETION OF LAST ARMY PHYSICAL FITNESS TEST:

DATE: _____ PASS _____ FAIL _____

CURRENT HEIGHT: _____ WEIGHT: _____

MAXIMUM ALLOWABLE WEIGHT STANDARD IAW AR 600-9: _____

IF STANDARD EXCEEDED, DA FORM 5500-R/5501-R ATTACHED?

YES _____ NO _____

I CERTIFY THAT I HAVE PERSONALLY VERIFIED ALL INFORMATION CONTAINED
HEREIN:

SIGNATURE OF COMMANDER (Or REPRESENTATIVE)

TYPED NAME, GRADE, DUTY TITLE

DATE

SAMPLE

SAMPLE

DATE

MEMORANDUM FOR President, Army Reserve Active Guard Reserve Colonel
Command Assignment Advisory Board, US Army Human Resources Command,
1 Reserve Way, St. Louis, Missouri 63132-5200

SUBJECT: Army Reserve AGR Colonel Command Assignment Advisory Board
Consideration

1. I have reviewed my board file. Missing document is at Enclosure 1. My official military photograph and updated Officer Record Brief are at Enclosures 2 and 3 respectively.

2. I strongly desire an opportunity for command assignment. Selection for command will enable me to utilize my experiences, skills and expertise to better serve the Army Reserve. I am available for assignment at your convenience and in accordance with the needs of the US Army.

3 Encls

(Signature)
FIRST MI LAST NAME
RANK, BRANCH
SSN

SAMPLE

ENCL 3